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Family and Medical Leave Act of 1993 (FMLA)
Tracking Form

Refer to page 2 for instructions.

Employee Name_____   Emplid_____   _____

Department_____   FMLA Year   _____

Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Hours* Used
Jan																																
Feb																																
Mar																																
Apr																																
May																																
Jun																																
Jul																																
Aug																																
Sep																																
Oct																																
Nov																																
Dec																																

] Eligible FMLA hours available (FTE x _____   Total hours used:_____
Servicemember leave hours available (FTE x _____

_____

*The maximum duration of FMLA coverage is determined by multiplying twelve weeks by the employee's regularly scheduled hours per week (see pg.2 for details). Time is recorded by hours taken on a regularly scheduled work day (work day typically = 8 hours). Hours should be used to track continuous absences, intermittent use of FMLA eligibility, and reduced schedules.

If the employee transfers to another department prior to the end of the FMLA benefit year, a copy of this form should be forwarded to the new department.

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FMLA Tracking Form Instructions

The following information is for instructional purposes only. For definitions or more detailed information about FMLA, refer to the various online FMLA guides/documents available via the HR website (http://hr.ou.edu).

Please be sure to include all the information listed below when completing the FMLA Tracking Form. Use a _new_ FMLA Tracking Form for _each_ FMLA Year.

GENERAL INFORMATION

1. Employee Name
   → Employee's first _and_ last name

2. Emplid
   → Employee ID #

3. Employee FTE
   → Employee full time equivalent
      − Entering the FTE will automatically calculate the Eligible FMLA hrs available (total located under the spreadsheet).

4. Department
   → Name of department the employee currently works

5. FMLA Year
   → The date the FMLA year began and the date the FMLA year ends
      − FMLA Year begin date = date of 1st FMLA qualifying absence
      − FMLA Year end date = 12 months from the 1st FMLA qualifying absence (FMLA Year begin date)

   Example: Joe is out of work for his 1st FMLA qualifying absence on 1-2-08; therefore, Joe's FMLA year begins 1-2-08 and ends 1-2-09 (12 months after his 1st FMLA qualifying absence).

TRACKING LEAVE

The spreadsheet is to assist in tracking FMLA qualifying leave. When used electronically, this form will automatically calculate the hours taken as they are entered in the form.

1. Enter the _actual_ hours taken for FMLA qualified leave for the corresponding day.

   a. The maximum duration of FMLA coverage is determined by the employee's regularly scheduled hours per week*:

      − FMLA Conversion: 12 weeks = 480hrs
        Servicemember Leave Conversion: 26 weeks = 1040hrs

      − Full time Example:
        1.0 FTE x 480hrs = 480hrs
        {Servicemember leave} 1.0 FTE x 1040hrs = 1040hrs

      − Part-time Example:
        .50 FTE x 480hrs = 240hrs
        {Servicemember leave} .50 FTE x 1040hrs = 520hrs

   *NOTE: the Eligible FMLA hours available will automatically calculate based on the FTE entered.

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2. Time is recorded by hours taken on a regularly scheduled work day (a work day is typically equal to 8 hours).

3. Actual hours should be used to track a continuous absence, the intermittent use of FMLA eligibility and reduced schedules.

RECORDING LEAVE

1. Leave totals must still be entered into PeopleSoft and shadow records updated accordingly.

    – REMINDER: PTO leave does **not** accrue during FMLA leaves of absence (see staff handbook policy 3.12.2 – faculty handbook policy Appendix L).

2. ALL COPIES OF FMLA DOCUMENTATION SHOULD BE KEPT IN THE EMPLOYEE'S "MEDICAL/CONFIDENTIAL" FILE; KEPT SEPARATELY FROM THE EMPLOYEE'S PERSONNEL FILE.

3. If the employee transfers to another department prior to the end of the FMLA year, a copy of this form should be forwarded to the new department.

FOR MORE INFORMATION VISIT THE HR WEBSITE http://hr.ou.edu OR CALL THE HUMAN RESOURCE OFFICE AT (405) 271-2191 TO SPEAK TO AN HR REPRESENTATIVE.

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